

Please answer the questions below.

When you answer the questions, they will automatically fill in that information where it belongs on the following forms that you will be filing with the court. Do not leave any questions blank. Any changes you make must be made to these questions; you will not be able to modify your answers in the forms themselves. Please have all of your information handy when you are answering these questions.

Look at the court papers for your case while answering the first five questions:

1. What is the name of the County? _____
2. What is the Case Number? _____
(The Case Number is very important; please make sure to copy it **exactly** as it appears on the court papers)
3. What is the full name of the Petitioner? (This will either be your name or the other party's name)

4. What is the full name of the Respondent? (This will either be your name or the other party's name)

5. Are you the Petitioner or Respondent? Petitioner Respondent
6. What is your full name?

7. What is your street address?

8. What are your town, state, and ZIP Code?

9. What is your telephone number, with area code? _____
10. What is your email address? _____
11. If you have a fax machine number and want to receive service by fax machine, what is your fax machine number, with area code? _____
12. If you have used the Attorney General Confidential address in any related cases, select "X": _____
13. What is the full name of the other party?

14. Are there are other Court cases involving yourself and the other party? ____ Yes ____ No

15. If you selected “Yes,” for each case you and the other party are involved, what is the name of the Court and Case Number. If you selected “No,” skip to the next question.

Caption:_____

Case Number: _____

Caption:_____

Case Number: _____

Caption:_____

Case Number: _____

Caption:_____

Case Number: _____

Caption:_____

Case Number: _____

Caption:_____

Case Number: _____

16. What is the date the Court issued the Order you believe the other party has violated? _____

17. If the other party was ordered **to do** something, select “do”; if the other party was ordered **not to do** something, select “not to”: _____

18. *Briefly explain* what the other side was ordered **to do** or **not to do** by typing what was set out in the Court Order:

19. *Briefly and specifically explain* how the other party has violated the Court Order. State dates, times, and locations of the violation:

20. If you want the other party to be given these papers at their house, select “lives”; if you want the other side to be given these papers at their place of employment, select “works”: _____

21. Type the address for the other party where you want them to be given these papers. If you selected “lives” above, type the address of their residence; if you selected “works” above, type the name and complete address of their place of employment:

You have finished answering the questions. The following pages are the forms that you will be printing and then filing with the court. Please look over them to make sure the information is correct before you print them out. If you have changes, you must make them to the questions above. Once you have printed this packet, make sure you sign it on the Signature line. Your signature must be on these forms before you make copies and file it with the court.

PLEASE NOTE: There is a blank line in the paragraph named Certificate of Service. Before you make your copies, you MUST write the date you will be filing the forms on this blank line.

STATE OF INDIANA) IN THE SUPERIOR/CIRCUIT COURT
) SS:
COUNTY OF) CASE NO.

IN RE THE MATTER OF:

Petitioner,

V.

Respondent.

APPEARANCE BY SELF-REPRESENTED PERSON IN CIVIL CASE

This Appearance Form must be filed on behalf of every party in a civil case.

1. My Name is: _____ and I am

Initiating (filing) _____;
Responding (answering or defending) _____; or
Intervening _____;

in this case and am representing myself.

2. Contact information for receiving legal service of documents and case information is required by Court Rules: *(NOTE: If you are the Initiating party and this case, or a related case, involves a protection from abuse order, a workplace violence restraining order, or a no-contact order, you must provide an address for the purpose of legal service of documents but that address should not be one that exposes the whereabouts of a petitioner)*

Address: _____

Email Address: _____

Phone: _____

FAX: _____

OR, if in the related case, you have used the Attorney General Confidential address, you may check the box below:

____ Attorney General confidential address (contact the Attorney General at 1-800-321-1907 or e-mail address is **confidential@atg.state.in.us**).

3. This is a _____ case type as defined in administrative Rule 8(B)(3).
(Clerk will supply this information.)

4. I will accept service by FAX at the following number _____

5. This case is a domestic relations matter, involves reciprocal enforcement of support, paternity, delinquency, Child in Need of Services (CHINS), guardianship, or any other proceedings in which support may be an issue, and social security numbers of all family members are supplied on a separately attached document (Form TCM-TR3.1-4) filed as confidential information on light green paper.

_____ Yes X No

6. There are related cases: Yes_____ No_____ *(If yes, please indicate below.)*

Caption and case number of related cases:

Caption:_____ Case Number: _____

Caption:_____ Case Number: _____

Caption:_____ Case Number: _____

Caption:_____ Case Number: _____

Caption:_____ Case Number: _____

Caption:_____ Case Number: _____

7. Additional information required by local rule:

Self-Represented Party

STATE OF INDIANA) IN THE SUPERIOR/CIRCUIT COURT
) SS:
COUNTY OF) CASE NO.

Petitioner,

V.

Respondent.

VERIFIED MOTION FOR CONTEMPT

Comes now _____, and states that on _____,
this Court entered an order whereby _____,
was ordered to _____ the following:

Since the date of such order, such person has violated the above order in that

WHEREFORE, the undersigned asks that the Court order _____
TO APPEAR in open Court and explain why such person should not be punished for contempt of Court.

I affirm under the penalties for perjury that the foregoing representations are true.

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this Motion by first class mail to the opposing attorney, or
the opposing party if the opposing party is not represented by an attorney, on _____.

Signature

STATE OF INDIANA) IN THE SUPERIOR/CIRCUIT COURT
) SS:
COUNTY OF) CASE NO.

Petitioner,

V.

Respondent.

TO:

ORDER TO APPEAR AND NOTICE OF HEARING

A Verified Motion for Contempt has been filed in this Court in this case. **IT IS THEREFORE**

ORDERED by the Court that _____, who _____ at

_____,
IS ORDERED TO APPEAR in the _____ Superior/Circuit Court, located at

_____,
Indiana, on the ____ day of _____, 20____, at _____, ____m., to explain why such
person should not be punished for contempt of this Court's Order. Failure to appear if properly served
may result in a warrant for your arrest.

Dated: _____

Judge

CLERK'S CERTIFICATE OF MAILING

I certify that on the ____ day of _____, 20____, I mailed a copy of this Motion for Contempt to the Defendant by certified mail requesting a return receipt.

DATED this ____ day of _____, 20____.

CLERK

CLERK'S RETURN OF SERVICE ACCEPTED BY MAIL

I hereby certify that service of this Motion for Contempt with return receipt requested was mailed and that a copy of the return receipt was received by defendant the ____ day of _____, 20____, which copy is attached.

DATED this ____ day of _____, 20____.

CLERK

CLERK'S CERTIFICATE OF SERVICE NOT ACCEPTED BY MAIL

I hereby certify that I mailed a copy of this Motion for Contempt to the Defendant by certified mail, and the same was returned without acceptance this ____ day of _____, 20____.

DATED this ____ day of _____, 20____.

CLERK

SHERIFF'S RETURN OF SERVICE

This Motion for Contempt came to hand on the ____ day of _____, 20____, and I served the same on the ____ day of _____, 20____:

1. ____ By delivering a copy of the Motion for Contempt personally to the Defendant.
2. ____ By leaving a copy of the Motion for Contempt at the dwelling or usual place of abode of the Defendant; and mailing a copy of the Motion for Contempt to the Defendant at the Defendant's last known address.
3. ____ By serving Defendant's agent as provided by rule statute or valid agreement, and mailing a copy of this Motion for Contempt to Defendant at Defendant's last known address.
4. ____ Defendant cannot be found in my bailiwick, and this Motion for Contempt was not served.

AND I NOW RETURN THIS _____ THIS ____ day _____, 20____.

SHERIFF